

Category D: Graduate Policies Catalog

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Thesis Requirements for Academic Masters or PhD Degree Policy

Policy Title	Thesis Requirements for Academic Masters or PhD Degree
Responsible AIU Office (Higher Management/Directorate)	Faculty of Postgraduate Studies
Policy Owner (Executive Department/Office)	Senior Director of Office of Postgraduate Students Affairs
Pertinent Dates	Created in March 2022, Approved in, Applied effective in

I. SCOPE OF POLICY

Graduate students submit a thesis as part of the requirements for earning an academic master or PhD at AIU postgraduate studies. All applicants for academic master and PhD should be informed with this policy. The purpose of this policy is to clarify the academic requirements for the thesis to interested applicants and enrolled students.

II. DEFINITIONS

Academic adviser: Upon starting a graduate program, the student will be assigned a staff member (an academic adviser) who will provide counselling concerning degree requirements, course offerings, preparation for the comprehensive examination, and selection of a thesis topic and thesis supervisor. When a thesis topic and supervisors are selected and approved, the thesis principal supervisor then becomes the academic adviser.

Academic requirements: means all needed criteria to be fulfilled by the enrolled postgraduate student to earn the post graduate degree or certificate from AIU. These include (but not limited to) time limit for a degree or course completion, comprehensive exam or thesis requirements if any, prerequisites, academic load, grading system for postgraduates, planned education leave of absence, withdrawal from the university and transcripts.

Copyrights: The Copyright is a form of protection granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works.

Credit hours

Coursework is counted in credit hours. In general, a credit hour represents a one-hour class period and at least two hours of individual study each week for one semester. It also represents 2-3 hours of lab work or 4 hours of field training.

Credit hours achieved: It is the credit hours of successfully completed by a student and which are calculated as part of his/her educational achievement.

Thesis: it is a dissertation involving personal research, written by a candidate for a university degree.

Thesis Embargo: In academia, an "embargo" is a restriction placed on a thesis or dissertation that allows only the title, abstract and citation information to be released to the public, while the full text of the work is kept hidden for a limited period of time. Embargoes typically last from one to five years following the publication of a thesis or dissertation via the university

Transcript: It is a record showing a student's academic path at AIU and the courses he/she has studied in each semester, along with their codes, credit hours and grades. It also includes other transferred courses finished by the student in another university and the semester GPA.

III. POLICY STATEMENT

This policy document sets out the fundamental academic requirements for postgraduate studies in AIU. It sets the minimum requirements for graduation from a program. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened programs. Revised pages will be sent to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from the postgrad students as well as the staff members and other administrative users.

IV. RESPONSIBILITIES

This policy must be implemented by Office of Graduates Students Affairs in Faculty of Postgraduate Studies to be applied on all the students in postgrad programs.

V. POLICY STANDARDS AND PROCEDURES

AIU announces the thesis requirements as part of all graduate academic requirements and regulations for academic master's degree or a Ph.D. Specific requirement for each degree program are described under the relevant "Fields of Study."

Time limit for a degree completion:

Typically, the time taken for completion of the requirements needed to finish a master's degree should not exceed 5 years. Additionally, time taken to finish a PhD degree should not exceed 7 years including the thesis. Any period of interrupted studies, such as an approved Planned **Educational Leave of Absence**, or a period of temporary withdrawal, is counted as part of the time period required for degree completion.

An academic program may grant an extension for completing the degree beyond the set limit by one semester, up to a maximum of one academic year. This requires the approvals of the dean of the Graduate Studies.

Thesis requirements

Additional to required courses, most academic master's degree programs and the PhD program require a thesis. Exceptions to this requirement are noted in the descriptions of the individual programs, such as some professional master's degrees which may specify supplementary requirements instead of a thesis.

The student is responsible for selecting and developing a thesis topic and for which a qualified supervisor is available. The principal supervisor for a thesis must be a professor or an assistant professor. Other supervisors can co-supervise the thesis. These may be professors, assistant professors or lecturers, with a maximum of 4 supervisors per thesis. In consultation with the supervisors, the student must submit a thesis proposal, as per the specifications of the degree program, for consideration by the program. Once the proposal is approved, the student may proceed with thesis research and writing. A copy of the proposal approval must be kept in the office for postgraduate students' affairs.

The following should be considered concerning the thesis:

- The student register for **Research Guidance and Thesis credits** and pay tuition for this guidance per semester till the thesis is finished.
- The thesis must be written in English (exceptions depend on the nature of the program such as masters or PhD in Arabic language speciality)
- The thesis will be judged on content, organization, documentation, and presentation and originality.
- **Guidelines on thesis writing** and format are available at the office of postgraduate studies.

All research involving animals or human subjects requires in-advance approval from **Research Ethics committee (REC)** in AIU. Each student's thesis supervisor is responsible for ensuring that the student has obtained **REC approval form**, where applicable, before performing the thesis work. The REC is concerned with plagiarism and authenticity of the work done in the thesis as well as human and animal rights for subjects involved in the research. Without proper REC approval, the thesis cannot be accepted, and the student is not eligible to graduate. For some research, involving national data, approval from the Egyptian Central Agency for Public Mobilization and Statistics (CAPMAS) is required for data collection. Where applicable, a student must secure this approval prior to his/her data collection.

Submission of Thesis

Upon completion of the thesis and the courses needed for the completion of the degree and publishing at least one full text research paper and **the principal supervisor approval**, the thesis is submitted for defense and an examination committee is formed to evaluate the thesis. Within three weeks of submission of the thesis, the candidate will meet with the committee appointed by the Faculty of Postgraduate Studies for an examination of the thesis. The committee shall include members from inside as well as outside AIU for transparency.

All revisions required by the committee must be incorporated in the final copy. The originality of the final thesis text must be checked. A hard copy and an electronic copy (in pdf format) of the accepted and signed thesis is submitted to the office of the dean of the Faculty of Postgraduate Studies, to be kept in the university library.

Thesis Embargo:

The thesis or dissertation author automatically owns copyright to the document since it represents the author's original documented work. The option to embargo the work in a thesis work or not depends on the finding of the work. Generally, 3 hard copies and a softcopy as pdf file of the thesis are kept in the central library of AIU. However, reading only is allowed and photocopying is not allowed for 5 years. After 5 years of its approval, only 10% of the thesis can be photocopied in the central library to preserve the copyrights of the authors. Complete embargoes are allowed when they are needed.

The student filled an Embargo form that specifies if time and extent of embargo on the thesis work. This form is obtained from the office of postgraduate affairs and should be approved by the supervisors.

Reasons to Embargo a thesis:

If the candidate and the supervisors want to patent something described in the work.

If the candidate and the supervisors want to publish the work in whole or in part in the future and is concerned that making the work public will interfere with this.

If the candidate and the supervisors have already published the work in whole or in part, and the publisher is restricting the public release of the work in some way.

If the thesis includes data covered by a nondisclosure agreement for a specified period of time, including personal information, company secrets, or intellectual property or funding contracts.

The standard embargo options for theses at AIU include: Six months, One year, Two years and Five years. If needed, the candidate and supervisors can also specify a different desired embargo timeframe especially in cases of patents. All requested embargos require a justification. The standard options for embargo justification are publishing process and patent filing process, However, if needed, the candidate and his supervisors can specify a different justification. In such case the embargo form should be approved by the dean of the Faculty of Postgraduate studies and a committee from the field of speciality.

VI. FORMS/INSTRUCTIONS (if applicable)

1. Graduate Guidelines on Thesis Writing and Format
2. Research Ethics committee (REC) Approval Form
3. Thesis Supervisors Approval Form
4. Thesis Examiners Approval Form
5. Thesis Embargo Form
6. Thesis Embargo Form
7. Graduate Transcript

VII. APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII. CONTACT INFORMATION

University Vice President
 Dean of Faculty of Post Graduate Studies
 Senior Director of Office Postgraduate Students Affairs

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.